

## Document Retrieval Request Form

|                      |              |
|----------------------|--------------|
| <b>Date:</b>         | <b>Time:</b> |
| <b>Name:</b>         |              |
| <b>Phone number:</b> |              |

☐ **Check to review microfilm**

|                         |                                     |                                      |                                |
|-------------------------|-------------------------------------|--------------------------------------|--------------------------------|
| <b>Type of Request:</b> | <input type="checkbox"/> Commercial | <input type="checkbox"/> Residential | <input type="checkbox"/> Other |
|-------------------------|-------------------------------------|--------------------------------------|--------------------------------|

|                          |  |   |
|--------------------------|--|---|
| <b>Type of Document:</b> | <input type="checkbox"/> Permit: _____                         | <input type="checkbox"/> Certificate of Occupancy<br>(Commercial Only)  |
|                          | <input type="checkbox"/> Aerial Map # _____                    | <input type="checkbox"/> Quarter Section Map # _____<br>Water Sewer Gas Storm Drain Land<br>(Circle the type above) |
|                          | <input type="checkbox"/> Site (Plot) Plan                      |   |
|                          | <input type="checkbox"/> Buy-In # _____                        | <input type="checkbox"/> Engineering Drawing # _____  |
|                          | <input type="checkbox"/> Soil/Drainage Report<br>Project _____ | <input type="checkbox"/> Building Inspection Records  |
|                          | <input type="checkbox"/> Other _____                           | <input type="checkbox"/> Master Plan # _____<br>Builder: _____  |

**Project Address (One address per request):**

**Description of Request:**

**Approx Year Built:**

| Copy Type                     | Fees             |
|-------------------------------|------------------|
| Permit/Inspections (Computer) | \$25.00/permit   |
| Microfilm copies              | \$ 5.00 per copy |
| Photocopy Machine             | \$ 0.20 per copy |
| <b>Quarter Section:</b>       |                  |
| Half size (18 x 18)           | \$ 1.00 per copy |
| Full size (36 x 36)           | \$ 3.00 per copy |
| <b>Aerial Maps:</b>           |                  |
| Half size (16 x 16)           | \$ 5.00 per copy |
| Full size (32 x 32)           | \$10.00 per copy |
| <b>Engineering Drawings:</b>  |                  |
| Half size (12 x 18)           | \$ 1.00 per copy |
| Full size (24 x 36)           | \$ 3.00 per copy |
| Replacement Plan Set:         | \$10.00 per page |

**Please allow 10-15 days for Document Retrieval**

**Fax to (480) 644-5542 Records Coordinator or deliver to 55 N. Center Street - Building Safety Division**

"The City will provide these record drawings for informational purposes only. The City makes no claims or representations about the accuracy of the information and assumes no liability resulting from its use. Those relying on the City's record drawing information are responsible for making field verifications of its accuracy before applying it for any purpose."